



# HQ Air Force Personnel Center

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## **Air Force Civilian Developmental Education (CDE)**

**HQ AFPC/DPKD  
15 APR 05**

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# AF Civilian Developmental Education (CDE)

**AFPC**



- Goals
  - Meet long-term leadership needs of the Air Force
  - Prepare high potential employees for increased responsibility and shared leadership with military
  - Select right person at the right time and put that learning to work in appropriate follow-on assignments.

# AF Civilian Developmental Education (CDE)

**AFPC**



- Programs

- Intermediate Developmental Education (IDE)

- Air Command & Staff College
    - Air Force Legislative Fellows Program
    - DoD Executive Leadership Development Program (ELDP)
    - Princeton University
    - Harvard University
    - Air Force Institute of Technology
    - Sandia Nuclear Fellowship Program

# AF Civilian Developmental Education (CDE)

**AFPC**



- Programs Continued
  - Senior Developmental Education (SDE)
    - Air War College
    - National War College
    - Industrial College of the Armed Forces
    - Industrial College of the Armed Force –Senior Acquisition Course
    - RAND Fellows
    - Excellence in Government Fellows Program
    - E-Government Fellows Program



- Senior Developmental Education (SDE)  
Cont
  - Alfred P. Sloan Fellows, MIT
  - Stanford Sloan Program
  - Princeton University
  - Harvard University
  - Air Force Institute of Technology
  - Sandia Nuclear Fellowship Program

# AF Civilian Developmental Education (CDE)

**AFPC**



- Responsibilities

- AF/DPD

- Provide policy for CDE

- Functional Community

- Each functional Development Team (DT) will review nominations to validate choice of schools and recommend follow-on out-placement assignment

- AFPC

- Manage nomination and selections for CDE
    - Process the assignment of students to schools/programs
    - Assist in follow-on placements

# AF Civilian Developmental Education (CDE)

**AFPC**



- Responsibilities Continued
  - MAJCOM/CVS and SAF/AF two-letters
    - Endorse employees for competition
  - Commanders and Managers
    - Encourage employee participation
    - Endorse highest potential
    - Identify proposed post-utilization at time of nomination
- Employees
  - Complete nomination package and verify accuracy of personnel records
  - Agree to attend training other than preference
  - Agree to accept follow-on assignment

# AF Civilian Developmental Education (CDE)

**AFPC**



- Eligibility
  - GS-12 and above
    - Permanent grade
  - Performance rated as acceptable
  - Meet specific program eligibility criteria
  - Attendance at non-PME long-term academic training limited to once in career



# AF Civilian Developmental Education (CDE)

**AFPC**



- AF CDE Selection Board Composition
  - Board President (DV-4)
  - 9 SES Members
    - Three Quadrants
      - Intermediate Service School
      - Senior Service School
      - Academic & Experiential Programs



- Nomination Process

- Documents

- Application (AF Form 4059)

- SES or General Office signature and addresses:
        - Management & Leadership potential
        - Return on investment to the Air Force
        - Follow-on assignment

- Resume

- 2<sup>nd</sup> level endorsements

- Rank applications by programs/courses in priority order

- Selection Process

- Civilian Leadership Framework

- Selection Criteria

- Performance, professional qualities, leadership, job responsibility, depth and breadth of experience
    - Specific achievements
    - Professional military and academic education
    - Post utilization (follow-on assignments)
    - Appropriateness of training at this stage of candidates career



## ■ Timelines

- Apr 05 – AF/DP announces call for CDE nominations
  - Nomination procedures for CDE available at <http://www.afpc.randolph.af.mil/cp/ccdp/default.htm>
- 01 Jun 05 – Nominations due to AFPC/DPKD
- Jun/Aug 05 – Functional DTs meet to vector program and outplacement
- 27-29 Sep 05 – CDE Selection Board meets
- Oct 05 – AF/DP reviews CDE results and announces selections
  - Civilian PME selections released with military PME selections



- Follow-On Assignment Process
  - Mentoring is the key
    - Nominating official provides specific recommendation
  - Functional Community
    - Functional DT reviews and validates recommended follow-on
    - Senior level POC from functional community
      - Steers process based on DT recommendation
  - Goal
    - AFPC assist in identifying vacancies
    - Finalize not later than six months prior to program completion
  - Temporary Change of Station vice TDY benefits may be available when appropriate and based on follow-on assignment.



- Rules of Engagement

- Servicing training office reviews applications:
  - For legal, regulatory, suitability and eligibility criteria
  - Signs nomination checklist
- Candidates may indicate program/course preference but:
  - Must be willing to attend others within program area
  - May be endorsed in different priority order
  - May be selected for same or different program/course



- Rules of Engagement Continued
  - Candidates may be selected for programs outside preference/endorsement
    - Will contact 2<sup>nd</sup> level endorser if outside program area for which endorsed
    - Will contact 2<sup>nd</sup> level endorser if program is longer period of time for which endorsed
  - Most schools/programs have separate application and acceptance requirements
    - Selection is not final until candidate receives notification from school

# AF Civilian Developmental Education (CDE)

**AFPC**



For more information on CDE:

<http://www.afpc.randolph.af.mil/cp/CCDP/default.htm>

Note: The URL link reflects the former name (CCDP) and will be updated in the Oct/Nov 05 timeframe replacing “CCDP” with “CDE”.